

# Missouri Ozarks Community Action

<b>Job title</b>	<i>DIRECTOR OF HEALTH AND NUTRITION</i>	<b>Grade</b>	8	<b>Class</b>	Non-Exempt
<b>Reports to</b>	<i>HEAD START PROGRAM DIRECTOR</i>	<b>Step</b>		<b>Unit</b>	HEAD START

## Job purpose

This is a program/project position based out of central office. To provide professional expertise in site monitoring, consultation, training, policy and procedure development and daily oversight of Health and Nutrition Services, Health and Nutrition Education and the identification, referral and follow-up of children with potential medical issues. To apply professional expertise in the nutrition and health discipline and to work in cooperation with other disciplines to develop, implement and provide overall nutrition and medical assistance and services to Head Start children, their families and Head Start Staff. This position is supervised by the Head Start Program Director.

## Duties and responsibilities

1. Updates, monitors, and follows policies, procedures, and forms on agency website as needed.
2. Participates in management staff meetings, or obtain meeting information and attends trainings as needed.
3. Participates in the planning and implementation of the annual self-assessment process.
4. Submits required program reports in an accurate and timely fashion.
5. Ensure that PIR reporting is accurate.
6. Maintain and update policies procedures and handbooks per Federal/State regulations, agency directives and guidelines.
7. Provides assistance and administrative support to the Head Start Program Director as necessary.
8. Plan and/or conduct staff professional development.
9. Contributes to the development of program proposals and Community Assessment, as requested.
10. Ensures the maintenance of required program records and follows the MOCA Head Start Record Retention policy and procedure.
11. Participates in annual strategic planning processes.
12. Participates in annual budget planning processes.
13. Work in cooperation toward common goals with all other areas (Education/Disabilities/PFCE/Mental Health) within Head Start Program.
14. Provides appropriate community health information and referrals for both staff and parents.
15. Development and distribution of written and web based materials for children, adults and employees within the areas of: personal health, fitness, safety, nutrition, preventive health education and disabilities.
16. Use multidisciplinary team approach to develop and provide nutrition services to children, families and staff.
17. Identify nutritional and health needs of children and families using an integrated screening system and observations while giving assistance.
18. Assess, (includes individual child assessments) document, plan and evaluate all health and nutrition related services to ensure best possible health/nutrition contacts possible for children and families.
19. Review menus and other related systems to ensure a high quality health and nutrition program for MOCA Head Start.
20. Provide assistance and consultation to assure that written policies and procedures are kept current.
21. Design and deliver health and nutrition related training to parents and staff.
22. Work with community organizations to collect and disseminate additional information, and to arrange training and services.
23. Assist and/or arrange training/certification of Pediatric CPR and First Aid for staff.
24. Assist in identifying and recruiting prospective families and volunteers for Head Start.
25. Collaborate with local agencies to provide hearing, vision, and blood pressure screens for children.
26. Collaborate with local agencies to design and deliver medication administration and nutrition training to staff.
27. Monitor documentation of child medication given during school hours.
28. Collaborate with local agencies to provide health plans and delivery of care to children with medical issues.
29. Regular contact through correspondence and newsletters to provide health and nutrition education, documentation and information.
30. Provide regular site visits to all MOCA Head Start locations to monitor for safety and health education, tracking and follow-up and as prescribed in the Head Start Performance Standards and the USDA regulations.
31. Track and notify staff of required physicals including those required for maintenance of CDL credentials.
32. Coordinate approval for the disbursement of Head Start medical and dental funds for qualified families.
33. Ensure that health and nutrition services materials are tracked and accounted for.
34. Track and review of site accident and communicable disease reports.
35. Ensure proper compliance and tracking of all sites with CACFP requirements.
36. Perform other duties and tasks as assigned or needed.

## **Integrity**

1. Ensure confidentiality of customers, agency, and co-workers.
2. Understand and promote the goals and philosophy of Head Start.
3. Has general knowledge of and adheres to Head Start performance standards and the agency's mission statement.
4. Adheres to the MOCA Standards of Conduct and the NAEYC Code of Ethical Conduct.
5. Establish and maintain good working relations with other service providers, including co-workers and community.
6. Become familiar with MOCA's Personnel Policy manual and follow policies outlined therein.
7. Adhere to MOCA policies and procedures, and Head Start policies and procedures.
8. Represent MOCA, its policies and point of view while interacting with other agencies and individuals.
9. Attend all staff meetings and required trainings.
10. Recognizes and understands the functions of Parent Committee, cooperates with committees, and Head Start Policy Council.
11. Works the number of hours designated in personnel action, reports absences to immediate supervisor at least one hour prior to scheduled shift.
12. Reports to work area ready to begin work at the assigned time.

## **Preferred Qualifications**

1. Bachelor's degree in Public/Community Health, Nursing or other related or allied health field and minimum of an RN license.
2. One year experience of professional level experience (preferably in a social service environment) in specialty areas such as Health Services, Pediatrics, Social work services and Education.
3. Knowledge of the local social service system.
4. Impeccable customer service skills.
5. Possess excellent communication skills (writing, spelling, listening, and speaking).
6. Ability to communicate and work with a variety of people from diverse backgrounds.
7. Working knowledge of Community Action and its programs.
8. Cooperate as a team member.
9. Ability to work without close supervision.
10. Utilize time management techniques.
11. Proficiency in word processing, spreadsheet, database, and presentation software.
12. Demonstrate knowledge and good judgment in matters of policy and procedure.

## **Minimum requirements**

1. Bachelor degree in a Family Development or health related field
2. Ability to communicate effectively in both written and oral form.
3. Possess basic math skills.
4. Exceptional organizational skills, and ability to meet strict deadlines with attention to detail and accuracy. To efficiently determine priorities of a complex work load.
5. Continuous and ongoing pursuit of improved education and credentials of this position.
6. Maintain nursing license in good standing.
7. Ability to become Certified CPR/First Aid
8. A current physical examination including a TB test. (within 30 days of employment)
9. Demonstrate dependable transportation, current insurance, and valid driver's license.
10. Able to travel out of area on occasion for training; trips of two to five days.

## **Direct reports**

Not applicable

## **Equal Employment Opportunity Statement**

Missouri Ozarks Community Action (MOCA) provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by local, state, or federal law.

## **Employee Acknowledgement**

While performing the duties of this job, the employee is regularly required to reach with hands and arms. Required to stand, walk, use hands to finger, handle or feel, climb or balance. Stoop, kneel, crouch or crawl. Must be able to regularly lift and/or move up to 50 lbs. Specific vision abilities required by this job include close, distance, color, peripheral vision, depth perception and ability to adjust focus.

Employee is frequently exposed to outside weather conditions to include extreme heat/cold, and humidity. Noise level is usually moderate. Employee may be exposed to moving mechanical parts.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have received a copy of my job description, and have an understanding of the duties and responsibilities listed wherein. I agree to abide by all rules stated in the MOCA Personnel Policy Manual regarding conduct and working conditions not described in this job description.

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Approved by:</b>		<b>Approved by:</b>		<b>Approved by:</b>	
<b>Date approved:</b>		<b>Date approved:</b>		<b>Date approved:</b>	
<b>Reviewed:</b>		<b>Reviewed:</b>		<b>Reviewed:</b>	

*Policy Council approval:*